

Instructions for Completing the Graduate University Application

Institute of International Education
809 United Nations Plaza
New York, NY 10017, U.S.
www.iie.org

Read all instructions carefully before completing the application

STEP 1: Learn requirements for submitting an application

Before you begin this application, you must contact IIE.

STEP 2: Record user ID and password in a safe place

Your email address is your user ID. When you create an account for this on-line application, you must identify a password. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on “Update My Account” at the top of the Home page of this application.

STEP 3: Complete the application

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make changes to it.

All forms in this application are to be completed in English. Items must be answered completely and carefully. Some helpful “tips”:

- Avoid using all capital letters when answering items, e.g., name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste information into all text boxes.
- In the text boxes, you **must limit your responses to the space provided**. Information that exceeds the space provided will **not** display or print. Note this carefully, as information that exceeds the space provided will not display or print. If what you have typed or copied exceeds the size of the box, you must edit it.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Be sure to review so that you can make sure all of your text is viewable.
- Closing out of the PDF view will bring you back to your application.
- You will create a ‘study objective’ essay on page 4 and a ‘personal statement’ essay on page 5. On the essay pages text entered that exceeds the space provided **will display** and print. However, it is recommended that you try to keep your essays to one page when possible.
- On page 6, you can post a professional resume or curriculum vitae.
- You have several ways in which you can create your essays and resume.
 - You can compose your essay on-line. Please note, there is a 40-minute ‘time out’ function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
 - You can copy and paste text from another document and edit online. Again, you will have a 40-minute “time-out” function. You will not be able to customize the formatting.
 - You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double-spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
- You must leave a 1½ inch (4 cm) top margin on every page of your uploaded essays to allow space for the header that will appear on the print version of your application.

- Please click the PREVIEW button on the essay pages to review how your essay. **You must use the “Back” browser button to return to your essay.** Closing out of this view will exit you from your application.
- Some questions are ‘required.’ In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item are provided in the application itself. Please read all instructions carefully. In addition, please review the following important information.

Item 1—Name: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering in your name, e.g. Ron Smith. Avoid using all capital letters or using all lower case. Also do not use diacritical markings as this can sometimes create computer-related problems.

Item 11—Degree Objective: Select one degree from the drop down menu of choices.

Item 12—Field of Study: Select the best description for your field of study from the drop down menu of choices. In the text box provided, describe as accurately as possible the area in which you plan to specialize.

Item 14—Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree. If you are applying for an undergraduate program, please include secondary (high school) institutions.

Item 21—Current Position: Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

Item 28—Study/Research Objective: The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe. Leave a 1½ inch (4cm) margin at top of every page if you upload the essay from an off-line document. Review your essay by clicking on the Preview button.

Item 29—Personal Statement: The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study. Again, leave a 1½ inch (4cm) margin at the top of every page if this essay is uploaded. Review your essay by clicking on the Preview button.

Item 30—Additional Information: This is not a required page; however, you may post a professional resume or curriculum vitae on this page. In certain fields, e.g., business, law, international relations, it is highly recommended that you provide a professional resume.

Page 7—University or Post-secondary Transcripts: You can either send your transcripts to the IIE Program Office or you can electronically scan copies of your university or other post-secondary transcripts and then attach them to this online application by uploading them on page 7. Detailed instructions for uploading scanned documents are located on page 7 of the application.

- Keep in mind that if you are selected as a grantee official, complete and certified academic documents covering the entire period of study at universities and other post-secondary institutions must be submitted. See Step 8 below for further information.

Page 9:—Universities and colleges that you hope to attend: If you have applied to a post-secondary institution in the U.S. within the past two years, please list the programs and the results. If you have letters of admission, letters of invitation, or other correspondence from a school, especially a preferred program, please forward a copy (not the original) of this correspondence to your IIE Program Office.

STEP 4: Print supplemental forms

On the home page of your application, you will see a ‘Supplemental Forms’ button in the column on the left-side of the screen. Any required supplemental forms will be listed here with a link to the form itself. It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms.

- Letter of Reference/Recommendation:** You must have three letters of reference (or recommendation) submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. At least one academic and one professional or work related letter should be included among the letters. The letters should be written in English if possible. If they are not, an original English translation must be provided.
 - Your recommenders have two ways in which they can submit their letters.

- You can print out the Letter of Reference form and forward to your recommenders who will then complete the forms and mail to you the IIE Program Office.
 - Your recommenders can complete the forms online and submit electronically. You must click on the **Recommendation** button on the Home page of this application to register your recommenders.
- b. **Signature Form:** If required, you must print out, sign, and forward this form to IIE Program Office.
- c. **Transcript Release Form:** If you studied in the U.S. or Canada, the Institute of International Education can request ‘official’ transcripts on your behalf. However, you must complete this Transcript Release Form and forward to the IIE Program Office.

STEP 5: Application inspector

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct. Just follow the instructions.

STEP 6: Review and print your application

Review a PDF version of your application and print a copy for your records.

STEP 7: Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to the IIE Program Office. *Please note*, it is very important that you identified the correct Program to which you are applying in the preliminary questions. If you entered the wrong Program when you answered the preliminary questions, you must correct this prior to submitting your application. You can correct this question by clicking on the ‘**update my answers to preliminary questions**’ link on the upper-right hand corner of the Home page.

Note carefully, after submitting your application electronically, you will be able to access it in a viewable PDF format as well as be able to access supplemental forms. You will be able to print these documents. However, you will not be able to make changes to your application.

STEP 8: Supporting documentation needed to complete your application

Your application is not considered complete until the IIE Program Office receives all your supporting documentation. The IIE Program Office will inform you of any additional documentation that is needed, but at a minimum, you can expect that the following documents will be needed: three letters of reference/ recommendation and official academic transcripts from all post-secondary schools as well as original translations into English.

- a. **Academic transcripts:** Applicants must submit official, complete and certified academic documents covering the entire period of study at universities and other post-secondary institutions. These documents must consist of:
1. One certified, official record (transcript) from each university or post-secondary institution you attended, even those schools from which you did not receive a degree or diploma. The transcripts should list the subjects you studied and the grades you received during each year of your enrollment. Official transcripts are expected to be submitted directly from the schools in sealed envelopes to the IIE Program Office.
 2. Certified, official evidence of each post-secondary or university degree, diploma or certificate awarded to you should be included as part of the completed application.
- b. **Standardized tests:** Check with the IIE Program Office to find out which standardized tests are required for completion of this application. For example, you frequently will be required to take one or more of the following standardized tests to gain admission to a university in an English-speaking country.
- 1. Tests of English Language Proficiency**—a measure of your English language proficiency is an admissions. The two most commonly accepted exams are:
- **IELTS** (International English Language Testing System): This exam is jointly managed by the University of Cambridge ESOL Examinations, British Council, and IDP: IELTS Australia. For further information, go to www.ielts.org
 - **TOEFL** (Test of English as a Foreign Language): This exam is administered by the Educational Testing Service. For further information, go to www.toefl.org
- 2. GRE** (Graduate Records Examination): The GRE is required by U.S. graduate schools and/or departments for candidates in most fields other than Business Administration and Law.
- **GRE SUBJECT TESTS** are offered in the following fields: biochemistry, cell, and molecular biology; biology; chemistry; computer science; literature in English; mathematics; physics; and psychology

- GRE exams are administered by the Educational Testing Service. For further information on all GRE exams, go to www.gre.org
- 3. GMAT** (Graduate Management Admissions Test): Administered by the Graduate Management Admission Council and Pearson-Revue, the GMAT is an admissions requirement for applicants proposing to study Business or Management, as well as any fields which may fall within the scope of offerings of a Business school or department at many universities and business schools world-wide. For further information, go to <http://www.mba.com/mba/TaketheGMAT>

IMPORTANT

Note carefully, you **MUST** indicate that you want your score reports sent to the Institute of International Education (IIE). You must indicate this code on the registration forms and/or the forms provided at the time you take the exam.

For all **TOEFL** and **GRE** exams, please indicate **CODE: 2326**.
For the **GMAT**, please indicate **CODE: F0F-4J-28**.